

Congress of the United States House of Representatives

Washington, DC 20515-3804

Dear Student,

We invite you to apply for unpaid internships in any of our offices. These highly competitive positions provide a unique learning experience for college students who have completed at least one year of school, to gain an insider's view of the legislative process and the operations of a Congressional office.

Interns play an important role in our Washington, D.C. and district offices. Duties include helping with general office work such as answering phones, opening mail, and sending faxes, and interns help communicate with constituents and handle basic constituent request. In addition, we encourage interns to attend hearings, briefings, bill markups, and press conferences.

Because we want the internship experience to provide intellectual challenge beyond typical intern duties, when possible, we assign interns special projects that allow them to research legislative initiatives for the Congresswoman and her staff. Interns also have the opportunity to shadow several staff members to gain an inside view of legislative and Congressional work.

Limited intern positions are available during both the academic school year and the summer. Students are selected based upon their academic qualifications, work experience, and residency in Pennsylvania Fourth Congressional District. Although we accept applications from college freshmen and sophomores, preference will be given to juniors and seniors. Ideal candidates should possess good oral and written communication skills, demonstrate knowledge of computer applications, and exhibit creativity and initiative. In general, applicants should be able to make a commitment of at least 10 weeks and have consistent availability throughout their internships. For summer internships a commitment of 10-12 weeks Monday-Friday is preferred. Applicants selected to proceed through the internship selection process should expect to have an interview, either by telephone or in person (depending on how close you live to the interviewing office.)

If you are interested in applying to become a Congressional intern, please fill out the application and return your completed application packet (including all additional requested materials) under the same cover to our office.

The following deadlines apply:

	Application Deadline	Estimated Notification
Fall (Sept. – Dec.)	July 15	August 15
Spring (Jan. – April)	Nov 15	Dec. 15
Summer (May – Aug)	April 1	May 1

If you have any questions please contact:

Internships in Washington DC office:

Eleas Phillips
Office of Congresswoman Melissa Hart
1508 Longworth House Office Building
Washington, DC 20515
Phone: (202) 225-2565
E-Mail: Eleas.Phillips@mail.house.gov

Internships in PA-04 District offices:

Yvonne Pipkin
Office of Congresswoman Melissa Hart
4655 Route 8, Suite 124G
Coventry Square Shopping Center
Allison Park, PA 15101
Phone: (412) 492-0161
E-Mail: Yvonne.Pipkin@mail.house.gov

Sincerely,

The Office of Congresswoman Melissa Hart

*** Please see mailing instructions at end of form. ***

Internship Application Congresswoman Melissa Hart

Full Name: _____

Birth date: _____

Are you a resident of the Pennsylvania 4th Congressional District? _____

Home Address:

Current School Address:

Phone: _____

Phone: _____

At which address/phone should we contact you? _____

E-mail Address: _____

In which offices are you applying for your internship?

District Office _____ Washington DC Office _____ Both _____

Have you previously applied for an internship with Congresswoman Hart? When? _____

Dates available to commit to participate in the program (be as specific as possible):

How many days and hours can you commit to work? (i.e. Monday – Friday; 9:00 – 5:30)

College or University: _____

Last class year completed before your internship will begin:

Freshman _____ Sophomore _____ Junior _____ Senior _____

Anticipated graduation date: _____

Major: _____

Minor: _____

Current Cumulative GPA: _____

Are you planning to get academic credit for this internship? _____

If YES, number of credits you anticipate: _____

Name and Phone of Program Coordinator: _____

Please include a copy of course requirements/expectations.

How did you learn about this program? _____

The following questions can be answered on separate page and attached.

Briefly explain why you would like to intern for Congresswoman Hart.

After reviewing the description of internships in our office, briefly identify which aspects of the work you think you would most enjoy and a few you would find least appealing. Explain the reasons for your choices.

Please attach a resume, recent sealed official transcript, and at least one letter of recommendation. Please return the completed form and attachments to:

Internships in Washington Office

U.S. Representative Melissa Hart
1508 Longworth HOB
Washington, DC 20515
Attn: Intern Coordinator

Internships in Pennsylvania

U.S. Representative Melissa Hart
4655 Route 8, Suite 124G
Coventry Square Shopping Center
Allison Park, PA 15101
Attn: Intern Coordinator

Upon receipt of your application our office will mail an application receipt confirmation back to you. Please allow 2-3 weeks for us to receive your application. Where should we send this confirmation?

IMPORTANT APPLICATION MAILING INSTRUCTIONS

1. Please send all requested application materials, including transcript and letter of recommendation, together in a single package. Do not mail requested attachments separate from the application form.
2. You must send an entire application package to each office to which you are applying. If you are applying to both the Pennsylvania and the Washington DC office, you must send a separate and entirely completed application package to each office.